

Site Manager

November 2026

For further information on the post please contact Kirsty Thomas
Acting Headteacher on 01983 730209

For an application pack please email recruitment@niton.iow.sch.uk or visit our website www.nitonprimary.org or contact our school office on 01983 730209

Closing date: Friday 27th November 2026 at 12 noon
Interviews: Week beginning 30th November 2026

cornerstone federation

Dear Applicant, November 2026

On behalf of everyone at Niton Primary School, I would like to thank you for expressing an interest in the post of Site Manager.

We are looking to appoint a hands on Site Manager who takes pride in their work. This is a great opportunity for someone who like variety, enjoys practical work and can be flexible. We are looking for someone who can :

- Undertake general maintenance and repairs, decorating, cleaning and grounds work.
- Maintain statutory compliance checks and complete general administrative paperwork
- Oversees site, security, heating, lighting and Health and Safety compliance
- Is hard working, reliable and proactive
- Cares about the environment our staff work in and our children learn and play in.

General Information

Niton is a small primary school located in the heart of the village, serving the communities of Niton, Whitwell, Ventnor and Chale. The village of Niton and Niton Undercliff is located on the south side of the Island and is within minutes of its secluded beach and sparkling sea

We are proud of our children at Niton for their attitude and effort in learning and their exemplary behaviour. We work closely with our parents and the local community, which we feel, is key to all that we do. Our curriculum aims to prepare and develop children's academic, social and emotional skills; in order that they will achieve their full potential.

The Cornerstone Federation is made up of two schools: The Bay Church of England and Niton Primary School. The partnership started in September 2014; becoming a Federation in June 2016. Both schools work closely together to ensure we provide the same high quality education for all our children, however both schools retain their own identity and feel.

Application Process

Interested candidates can download an application pack from our website: **www.nitonprimary.org** or request a pack via **recruitment@niton.iow.sch.uk** or contact out school office on 01983 730209

For further information on the post please contact Kirsty Thomas, Headteacher on 01983 730209.

Completed application forms should be e-mailed to **recruitment@niton.iow.sch.uk** or posted FAO: **Mrs L Highmore, HR Business Partner, Niton Primary School, School Lane, Niton, Isle of Wight, PO38 2BP**.

All applications will be acknowledged upon receipt. *Please note we are unable to accept CVs and only fully completed application forms will be accepted.* We reserve the right to close this advert early and interview, should we receive sufficient Applications.

As part of safer recruitment, CVs will not be accepted, online searches will be carried out for shortlisted candidates, references will be requested prior to interview and an enhanced DBS check with children's barred list check will be required for successful applicants.

Closing date for applications: Friday 27th November 2026 @ 12 noon
Interviews: Week beginning 30th November 2026

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974.

Should you have any queries, please do not hesitate to contact me.

Yours Sincerely

Mrs Kirsty Thomas
Acting Headteacher

Site Manager

Job Purpose

- To be responsible for an effective maintenance programme which ensures that the site is safe, secure,clean and well maintained.
- Maintaining a clean and safe school site.
- Promote Health and Safety
- To ensure compliance with all statutory requirements

Major Tasks

Promote equality as an integral part of a role and treat everyone with fairness and dignity.

To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.

Responsibilities

1. Undertake general maintenance tasks for example painting, plumbing and carpentry.
2. To manage the repairs to the school buildings. Ensure they are undertaken to the required standard within budget.
3. Carry out routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out, undertaking this work where to maintain safe and satisfactory conditions. Maintain records for the checks.
4. Maintain records for planned maintenance and statutory checks.
5. To manage a reporting programme for repairs and breakages
6. To maintain the site's grounds to ensure the premises are maintained to the required standard.
7. To liaise with contractors working on site ensuring works are carried out in a safe manner.
8. Establish constructive relationships and communication with contractors and other agencies / professionals.
9. Operation and maintenance of heating plants and lighting systems
10. Liaison with the school meals service contractor in relation to their use of the site and provision of their service, where appropriate.
11. To maintain all relevant logs, records and information as required
12. Manage the lettings of the premises, including relevant statutory paperwork and ensure relevant checks are carried out
13. Promote and ensure the health and safety of pupils, staff and visitors at all times.

Cleaning

1. Carry out cleaning duties as required.
2. Ensure the cleaning is carried out to a high standard. This is to include litter picking, gutter and drain clearing.
3. Carry out emergency cleaning duties such as gritting and clearing up spillages
4. Ensure a deep clean is carried out of all areas.
5. To manage the control, monitoring, ordering and safe storage of cleaning materials and supplies as necessary.
6. Take responsibility for COSHH requirements including maintaining records

Security

1. Maintain the security of the school premises and be a key holder
2. Responsibility for the security of the building and their contents including patrolling the school, opening and locking of gates and doors, ensuring that windows are locked and secure that security systems are activated accordingly
3. To maintain a full set of school keys per site and operate a school key register system.

Statutory

1. Ensure compliance with Health and Safety and Insurance requirements. Work with the Isle of Wight Council's Health and Safety team and Insurance team in undertaking audits of the premises as required. Carry out any remedial work and report on actions
2. To ensure all statutory checks are carried out and records are kept.
3. To organise fire drills and procedures.
4. To ensure the responsible operation, care and maintenance of all equipment and tools associated with caretaking, maintenance work and cleaning, and to ensure that proper safety standards and requirements are applied.
5. To take an active part in any agreed Health & Safety training
6. To ensure all electrical testing of portable electrical appliances and that appropriate records are kept for the whole school.
7. Carry out water temperatures checks and complete records as and when required ensuring that all legionella assessments are up to date
8. To ensure the testing and recording of all fire alarm systems and emergency lighting on a weekly basis
9. To oversee the contractual maintenance of the boiler and heating systems to ensure satisfactory operation, as well as carrying out daily checks

Mini bus

1. Maintain the mini bus to the required standards
2. To organise and administer the use and maintenance of all school vehicles
3. Keep a record of minibuses, arranging MOTs, services and repairs as necessary and organising a regular check on the condition of vehicles.
4. Hold a MIDAS qualification and carryout mini bus driving as and when required

General

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
2. Contribute to the overall ethos / work / aims of the school.
3. Participate in training and other learning activities as required.
4. Recognise own strengths and areas of expertise and use these to advise and support others.
5. Assist in the supervision, training and development of staff.
6. Maintain confidentiality at all times
7. Ensure compliance by self and others with all health and safety policies and procedures.
8. Ensure safe use by self and others of equipment and materials.
9. Attend and participate in regular meetings.
10. Treat all users of the school with courtesy and consideration.
11. Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
12. Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times.

Generic quality statement:

The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council Directorates.

Person Specification

E	**= ESSENTIAL**	**SOURCE OF EVIDENCE - APPLICATION =**	**A**
D	**= DESIRABLE**	**TEST =** **INTERVIEW =**	**T** **I**
	1. EXPERIENCE, direct work experience, other relevant experience.		
E	Experience of site management or caretaking		**A/I**
E	Cleaning experience		**A/I**
E	Building maintenance or experience in a trade		
	2. KNOWLEDGE, without which the job cannot be done effectively.		
E	Willingness to develop knowledge of use of ICT and other specialist equipment / resources.		**A/I/T**
E	Working knowledge of relevant policies / codes of practice / legislation.		**A/I/T**
E	Basic knowledge of health and safety regulations, including COSHH, risk assessments, and fire safety		
E	Knowledge of COSHH regulations.		
E	Awareness of health and hygiene procedures.		
E	Willingness to participate in development and training opportunities		
E	Caretaking / cleaning / site-keeping experience in a school or similar environment.		
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.		
E	Good general maintenance and DIY skills (plumbing, carpentry, decorating, etc.)		
E	Ability to relate well to children and adults		**A/I**
E	Ability to plan, prioritise workload and manage time effectively.		**A/I**
E	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.		**A/I**
E	Strong problem-solving skills and a practical, hands-on approach.		
E	Ability to work independently and as part of a team		**A/I**
E	Basic IT skills		
E	Excellent communication skills, both verbal and written		**A/I**
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.		
D	NVQ 3 OR equivalent qualification desirable.		**A/I**
E	Good numeracy / literacy skills / GCSE grade 4/C (or equivalent) Maths and English		
E	Good numeracy and literacy skills.		**A/I**
D	Specific training in specialist area.		
E	Full clean driving licence		
			A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.		
E	Reliable, trustworthy, and flexible		**I**
E	Personable, professional, approachable and courteous at all times		
E	Able to work under pressure; resilient		
E	Positive attitude with a bright and optimistic character		**A/I**
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.		
E	Physically fit to carry out the duties of the job		**A/I**
E	To be able to carry out manual handling and lifting		
	CONTRA INDICATIONS, if any		
			A/I



Site Manager

22.5 hours per week (7.30am-12.00 noon)
Term time plus 15 additional days
HAY 6A-E (£15,694- £16,464 gross per annum actual salary)

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